

# **ST. GASPAR SOUTH WEDDING GUIDELINES AND POLICIES**



Emmanuel Church 1837



St. Joseph Church 1847



Holy Trinity Church 1861

## **FROM OUR PASTOR**

**Congratulations! Your marriage preparation and wedding are very important to us. Since Holy Matrimony is one of the seven sacraments of the Church, it is not simply a personal celebration of the bride and groom. Rather, it is a sacred liturgy celebrated before God which unites a man and a woman in a life-long bond. To help you in this preparation, we offer the following guidelines and policies.**



**ST. GASPAR FAMILY OF PARISHES MEMBERSHIP REQUIREMENTS:**  
**Emmanuel/St. Joseph**

The bride or groom must be a registered member of Emmanuel/St. Joseph for at least 1 year or the (grand)son/(grand)daughter of a parishioner who has been registered for at least 1 year before a wedding date may be scheduled.

**Holy Trinity**

The bride or groom must be a registered member of Holy Trinity or the (grand)son/(grand)daughter of a registered parishioner before a wedding date may be scheduled.

**WEDDING DATE:**

The wedding date must be set at least six months in advance to allow sufficient time for the required wedding preparation.

**WEDDING PREPARATION:**

Because marriage is a sacrament that begins with the wedding, the Church wants to assist you in this. The Church offers the couple the following pre-marriage instructions in preparation for your upcoming wedding:

- Pre-Cana – Genesis Retreat (in-person or virtual)
- Natural Family Planning Class (in-person or virtual)
- FOCCUS (Facilitating Open Couple Communication, Understanding, and Study) Inventory
- Wedding preparation meetings

**BAPTISMAL RECORDS:**

Both parties will need to provide a copy of their baptismal records from the parish where they were baptized (if applicable), issued within six months of the wedding.

**MARRIAGE LICENSE:**

To apply for a marriage license, you must go to the probate court of the county in Ohio in which one or the other of you lives. If neither are an Ohio resident, you must apply in the county where the marriage will be solemnized. All St. Gaspar South parishes (Emmanuel, Holy Trinity, and St. Joseph) are in Montgomery County. Marriage license information for Montgomery County can be found at [www.mcoho.org](http://www.mcoho.org).

It is important that the presider has the license before the wedding.

**PRESIDER:**

A St. Gaspar priest (for a Nuptial Mass) or deacon (for a Wedding Ceremony without Mass) will be assigned to witness your vows. However, visiting priests or deacons are welcome. The minister performing the wedding is responsible for the proper marriage preparation, rehearsal, and ceremony.

**WEDDING/REHEARSAL TIMES:**

Weddings are often scheduled on a Saturday, though scheduling on Friday is possible depending on facility/presider/music director availability. The below rehearsal/ceremony times assumes a Saturday wedding.

Emmanuel

Rehearsal: Friday at 6:00 PM

Wedding: Saturday not later than 2:00 PM. All wedding-related activity including pictures, must be completed by 3:30PM

St. Joseph

Rehearsal: Friday at 6:00 PM

Wedding: Saturday at 1:30 or 2:00 PM. All wedding-related activity, including pictures, needs to be completed by 3:30 PM

Holy Trinity

Rehearsal: Friday at 6:00 PM

Wedding: Saturday not later than 2:00 PM for a St. Gaspar presider. For visiting presidors Saturday 12:00 – 6:00 PM.

**CEREMONY:****Nuptial Mass:**

Normally, a wedding between two practicing Catholics is celebrated in the context of the Mass.

**Wedding Ceremony (without Mass):**

The wedding of a Catholic and a non-Catholic or a non-baptized person is most often celebrated as a Wedding Ceremony without Mass.

## **MUSIC:**

The parish's Director of Music is entrusted with determining the suitability of musical selections within the context of the Roman Catholic wedding liturgy and **must approve all music and musicians** chosen for the ceremony. As the principal musician for the parish, the Director of Music bears the essential responsibility of ensuring the proper selection, performance and timing of the various musical portions of the wedding liturgy and will charge a fee for those services.

Remember that the Sacrament of Marriage is a liturgical celebration. Therefore, one of the basic principles that must underlie music selection is whether the music is indeed liturgical music. Popular songs and secular music, no matter how meaningful they may be to you, have no place in the liturgy. Additionally, pre-recorded music (CDs, etc.) is not permitted in the Church. They may be more appropriately performed at your wedding reception. For the wedding liturgy, you'll want to ensure that the emphasis is on sacred music, which derives its context from scriptural and liturgical sources, and by its very nature enhances your union within the liturgical rites being celebrated.

Fees for the Director of Music at *Emmanuel* and *St. Joseph* are set by the director. The couple should contact the appropriate Director of Music individually to determine their current fee schedule. At *Holy Trinity*, the fee is set by the parish.

The Directors of Music will also have further information specific to their particular parish. Their contact information is provided below:

### **Emmanuel**

Michelle Carner, 937-478-4097, michelle@carners.com

### **St. Joseph**

Bradley Wilson, 937-207-8976, StJosephMusic@outlook.com

### **Holy Trinity**

Krista Schupbach, 937-204-4393, htmusician19@gmail.com

## **FLOWERS:**

Flowers are welcome as an adornment of the House of God. You may work with any florist you like.

The floral arrangement during the liturgical seasons of Advent, Lent, Christmas and Easter always prevail over the décor and floral arrangements of a wedding. All decorations at the time of a wedding need to honor the liturgical calendar of the

Church. Nothing should ever be rearranged in the sanctuary without permission. Any flowers purchased by the wedding couple belong to the couple and can be taken with them after the ceremony. The couple is also welcome to leave the flowers for the church.

### **CHURCH DÉCOR:**

As with flowers, all decorations of the church and the sanctuary should be in accord with the liturgical season. They should never cause any permanent damage to the church such as wax on carpets, tape, clips or rubber bands on pews. Appropriately sized ribbons are the most secure way to attach decorations to a pew.

Rice, confetti, and birdseed are not in accord with a church wedding and are not to be used. The center aisle for Emmanuel, Holy Trinity, and St. Joseph is 120, 90, and 90 ft long, respectively. To alleviate a trip hazard, aisle runners are discouraged.

### **PHOTOGRAPHY/VIDEOGRAPHY:**

Pictures may be taken, flash or otherwise, before and after the wedding as well as during the procession and the recession.

To protect the dignity of the ceremony, once the wedding begins, only non-flash photography/videography is allowed. Photographers are not permitted in the altar area or on the steps, and photographers should be as unintrusive as possible. If the Director of Music allows photography in the choir loft, care should be given not to interfere with the organist or musicians.

When scheduling pictures before the wedding, the couple needs to check for other possible events in the church that day. It is the responsibility of the wedding couple to share these policies with the photographer/videographer. Please advise your photographer/videographer to not leave equipment and belongings unattended in the church.

Please finish all desired photography at the church immediately following the ceremony. The church grounds are not to be used as a staging area – the wedding party should not leave the church grounds until all desired photography is completed. All personal belongings should be removed from the church grounds when departing. The St. Gaspar Family of Parishes and the wedding coordinator are not responsible for any lost, damaged, or stolen personal items.

## **USE OF BUILDING(S):**

### **All Buildings**

Please arrive with hair and makeup done. No glitter spray, aerosols, and the like should be used in the bridal room. Please inform all parties involved that no alcohol or smoking is permitted on church property. The parish is not responsible for the loss of any personal items and care should be taken that valuables are not left unattended. We are not responsible for items left behind after the wedding.

### **Emmanuel**

In most instances, the church will be available two (2) hours prior to your wedding. A groomsmen/bridal room in the basement of the church and the school building is available.

### **Holy Trinity**

In most instances, the church will be available two and a half (2½) hours prior to the wedding. Please designate a responsible party to remove all flower boxes, etc. from the church at the end of the wedding.

### **St. Joseph**

In most instances, the church will be available one (1) hour prior to your wedding. The Parish Life Center conference room can be used if parish scheduling allows. The conference room should be used for dressing only.

## **REHEARSAL:**

The rehearsal normally takes place at 6:00 PM the evening before the wedding. The rehearsal will be conducted by the presider and the wedding coordinator and should begin at the arranged time. Lectors are expected to be present at the rehearsal to practice the readings.

## **ADDITIONAL DETAILS:**

**Receiving Line:** Due to time constraints with confessions and Mass, a receiving line is not permitted at the church.

**Bouquet for the Blessed Virgin Mary:** Can be arranged through your florist or purchased on your own.

**STIPENDS/FEES:**

**Emmanuel/St. Joseph**

Church fee: \$300

Music fee: *Set by Director of Music*

Wedding Coordinator stipend: \$100

Server stipend (if servers are used): \$20

**Holy Trinity**

Church fee: *New Member* - \$600, *Existing Member* - \$200

Music fee: \$300

Bridal Dressing Room in Trinity Center (if used): \$45

The check for payment for the church fee should be made out to the parish the wedding is being held at and sent to the parish office. The Music fee for Holy Trinity is also sent to the Holy Trinity parish office.

All other payments should be made directly to the person(s) providing the service, i.e., the wedding coordinator, Director of Music, musicians, servers, etc.